

# LANCASTER COUNTY

COUNTY-CITY BUILDING Telephone: (402) 441-7410  
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*BOARD OF COMMISSIONERS*

## **ADDENDUM #1** **Issue Date: 05/09/03**

### **SPECIFICATION NO. 03-143**

#### **ANNUAL REQUIREMENTS FOR CUSTODIAL PAPER GOODS AND CONSUMABLE SUPPLIES**

Addenda (or addendum if singular) are written instruments issued by the City/County prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction. Please acknowledge receipt of this addendum in the space provided on your bidding document.

Be advised of the following changes and enhancements to the City/County's specification and bidding documents:

1. CLARIFICATION: This bid is for a "Prime Vendor" program, where a firm or group of firms provide all of the products in this category to the City/County in an organized program approach. Value added items such as catalogs, on-line ordering, personal service (samples, demonstrations, personnel expertise, etc.), convenient return policy and variety of products will all be considered in the award.
2. CLARIFICATION: All prices quoted on the bidding schedule shall be for as-needed, individual department/agency needs delivered at the price listed - **no additional freight, fuel or delivery charges will be allowed.**

The City/County **DOES NOT HAVE A CENTRAL DELIVERY** operation and has no ability to re-distribute products ordered. Therefore, the Contractor must take orders from; deliver direct to; and, bill individually to the ordering Dept./Division/Agency. (See list of possible delivery locations included with this addendum.

All other terms, conditions and requirements of the request remain the same as originally indicated in the document or as modified on previous addenda.

Kathy A. Smith  
Assistant Purchasing Agent

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#### COMMISSIONERS

KATHY CAMPBELL \* LARRY HUDKINS \* RAY STEVENS \* BERNIE HEIER \* BOB WORKMAN  
KERRY EAGAN, Chief Administrative Officer

# CITY/COUNTY DELIVERY LOCATIONS

The following locations reflect a comprehensive list of the possible sites which may require direct delivery (to individual department/division/agency) of items purchased off our Annual Supply Contract. Some contracts may not require delivery to all of the locations listed. Contracts which will require delivery to all locations include the following: Office Supplies, Office Paper, Custodial Supplies, Custodial Paper, and other related commodity areas. Other supply contracts may require delivery to only select locations. Call your Purchasing Contact if you have any questions regarding delivery.

BUILDING/LOCATION	DEPT./DIV./AGENCY(S)	ADDRESS (ZIP)
NEW County/City Building	COUNTY: Co. Assessor, Bldg. & Grounds, Civil Defense, Co. Clerk, Clerk of Dist. Court, Co. Commissioners, Reg. of Deeds, Public Defender, Co. Treasurer, Human Services  CITY: Mayor, City Council, Emergency Communications, Building & Safety (Codes), Human Services, 911 Communications, Finance, Auditing, City Clerk, Violations Bureau, City Treasurer, Planning, P/W Water Billing, P/W Admin.	555 So. 10th Street (08)
Old Federal Building	COUNTY: Co. Attorney, Clerk of Dist. Court, County Court, Veterans Service Center, District Courts & Judges  CITY: Aging, Human Rights,	129 No. 10th Street (08)
Downtown Senior Center	City Aging/LIFE/Operations ABLE	1005 "O" Street (08)
Northeast Senior Center	City Aging	6310 Platte Ave. (07)
??	City Aging Handyman	2202 S. 11th Street (02)
Center Park Garage	City Center Park Garage	1120 "N" Street (08)
Old City Hall	LLC Public Building Comm.	920 "O" Street (08)

City Police Building	City Police Dept., Information Services	233 So. 10th Street (08)
City Police Garage	City Police Vehicle Maint.	635 "J" Street (08)
StarTran Bus Depot	StarTran Admin. & Garage	710 "J" Street (08)
Election Commission Bldg.	Election Commission, Bldg. & Grounds, Safety & Training	555 So. 9th Street (08)
"K" Street Complex	Citizen Information Center (CIC), Purchasing, Records & Information Management	440 So. 8th Street (08)
Gold's Galleria	Co. Sheriff, City Attorney	1033 "O" Street (08)
Co. Jail (Intake & Detention)	Corrections, Adult Probation	605 So. 10th Street (08)
Co. Correctional Facility	County Minimum Security Corrections	4420 N.W. 41st Street (24)
Attention Center for Youth	Juvenile Attention	2220 So. 10th Street (02)
Attention Center for Youth (Air Park)	Juvenile Attention	4520 W. Stranton (24)
Trabert Hall	Co. Attorney, Juvenile Court, Juvenile Probation, Co. Power Plant	2202 So. 11th Street (02)
Lancaster Manor	Lancaster Manor	1001 So. 10th Street (02)
Community Mental Health	Community Mental Health - Administration & Crisis Ctr.	2200 St. Mary's Ave (02)
Transitional Living	Community Mental Health - Transitional Living Services	3820 Adams Street (04)
Community Mental Health	Community Mental Health - Crisis Center	801 West Van Dorn (22)
Radio Maintenance Building	Radio Communication	2540 Fair Street (08)
Bennet Martin Public Library	Library Administration	14th & "N" Street (08)
Lincoln/Lancaster County Health Dept. Clinic	Health	3140 "N" Street (02)
Pershing Auditorium	Pershing Auditorium	226 Centennial Mall South (08)
Westgate Complex	Co. Engineer, County Shop, Co. Extension Services, Weed Control	444 Cherrycreek Road (29)

Drivers Testing Station	Motor Vehicle Dept.	500 West "O" Street (28)
Motor Vehicle Facility	Motor Assessment & Registration	625 N. 46th Street (03)
Traffic Engineering Shop	Public Works Traffic Engineering	1001 No. 6th Street (08)
Street Maintenance Shop	Public Works Traffic Maintenance	901 No. 6th Street (08)
SE Dist. Street Maintenance	Public Works Traffic Maintenance	3180 South Street (02)
NE Dist. Street Maintenance	Public Works Traffic Maintenance	3200 Baldwin Ave. (04)
Sanitary Landfill	Public Works Sanitary Landfill	6001 Bluff Road (04)
Wastewater Facility	Public Works Wastewater	2400 Theresa Street (21)
Northeast Treatment Facility	Public Works Wastewater	7000 No. 70th Street (07)
Waste Transfer Facility	Public Works Wastewater	5101 No. 48th Street (04)
Lincoln Water System Facility	Public Works Water Production	2021 No. 27th Street (03)
Lincoln Water System - Ashland	Public Works Water Production	Hwy 6, Ashland NE 68003

# DELIVERY LOCATIONS FOR CITY PARKS & RECREATION

BUILDING/LOCATION	DEPT./DIV./AGENCY(S)	ADDRESS (ZIP)
Parks & Rec. Admin. Bldg.	City Parks & Recreation	2740 "A" Street (02)
Ager Play Center	City Parks & Recreation	1300 So. 27th Street (02)
Air Park West Rec. Center	City Parks & Recreation	3720 N.W. 46th Street (24)
Arnold Heights Pool	City Parks & Recreation	400 N.W. 46th Street (24)
Park & Rec. Athletic Office	City Parks & Recreation	3001 So. 9th Street (02)
Auld Rec. Center	City Parks & Recreation	3140 Sumner Street (02)
Ballard Pool	City Parks & Recreation	3901 No. 66th Street (07)
Belmont Pool	City Parks & Recreation	12th & Manatt (21)
Belmont Rec. Center	City Parks & Recreation	1234 Judson (21)
Calvert Rec. Center	City Parks & Recreation	4500 Stockwell (06)
Parks & Rec. Carpentry	City Parks & Recreation	240 So. 21st Street (10)
Central Dist. Mechanical, Maintenance & Forestry	City Parks & Recreation	240 So. 21st Street (10)
Easterday Rec. Center	City Parks & Recreation	6130 Adams Street (07)
Eden Park Pool	City Parks & Recreation	4400 Antelope Creek Rd. (06)
"F" Street Rec. Center	City Parks & Recreation	1225 "F" Street (
Highland Golf Course	City Parks & Recreation	5501 N.W. 12th Street (21)
Holmes Golf Course	City Parks & Recreation	6400 Pioneers Blvd. (06)
Irving Rec. Center	City Parks & Recreation	2010 Van Dorn Street (02)
Irvingdale Pool	City Parks & Recreation	1900 Van Dorn Street (02)
Junior Golf Course	City Parks & Recreation	3761 Normal Blvd. (06)
Kuklin Pool	City Parks & Recreation	2300 "N" Street (10)

Mahoney Golf Course	City Parks & Recreation	7900 Adams Street (07)
Meadow Heights Centennial Pool	City Parks & Recreation	900 W. Avon Street (05)
Nature Center	City Parks & Recreation	3201 So. Coddington Ave. (22)
Parks & Rec. NE Dist.	City Parks & Recreation	5045 Colby (04)
Pioneer Golf Course	City Parks & Recreation	3403 W. Van Dorn (22)
Star City Shores	City Parks & Recreation	4375 So. 33rd Ct. (16)
Parks & Rec. SE Dist.	City Parks & Recreation	6400 Normal Blvd. (06)
Parks & Rec. SW Dist.	City Parks & Recreation	3201 So. Coddington (22)
University Place Pool	City Parks & Recreation	2000 No. 48th Street (04)
Woods Memorial Pool	City Parks & Recreation	3200 "J" Street (10)

# DELIVERY LOCATIONS FOR CITY FIRE DEPARTMENT

BUILDING/LOCATION	DEPT./DIV./AGENCY(S)	ADDRESS (ZIP)
Fire Station #1 - Admin.	Lincoln Fire Department	1801 "Q" Street (08)
Fire Station #2	Lincoln Fire Department	1545 No. 33rd Street (04)
Fire Station #3	Lincoln Fire Department	121 So. 2nd Street (08)
Fire Station #4	Lincoln Fire Department	5600 So. 27th Street (12)
Fire Station #5	Lincoln Fire Department	3640 Touzalin (07)
Fire Station #6	Lincoln Fire Department	5051 So. 48th Street (16)
Fire Station #7	Lincoln Fire Department	1345 So. Cotner Blvd. (10)
Fire Station #8	Lincoln Fire Department	2760 So. 17th Street (02)
Fire Station #9	Lincoln Fire Department	901 No. Cotner Blvd. (05)
Fire Station #10	Lincoln Fire Department	1440 Adams Street (21)
Fire Station #11	Lincoln Fire Department	Bldg. 1034 LAPW (24)
Fire Station #12	Lincoln Fire Department	2201 So. 84th Street (06)
Fire Station #13	Lincoln Fire Department	1700 So. Coddington Ave. (22)
Fire Station #14	Lincoln Fire Department	5435 N.W. 1st Street (21)
Fire Maintenance Shop	Lincoln Fire Department	300 South Street